Color Messages

1. Select the Inbox [Sent Items] folder.
2. Click on the Organize button.
3. Click on Using Colors.
4. Select from [sent to].
5. Enter the name of the sender [recipient].
6. Open the drop-down list of colors and select the color you want to use.
7. Click on Apply Color

Modify a Rule

1. Click Inbox folder
2. Select Tools, Rules Wizard
3. Select the rule
4. Click on Modify
5. Make changes, using Next to progress to subsequent wizard windows

Note: In any Wizard window, you can click on Finish to signify you have finished making changes

Change the Order Rules are Applied

1. Select Tools, Rules Wizard
2. Click the rule you want to move up or down
3. Click Move Up or Move Down

Turn a Rule On or Off

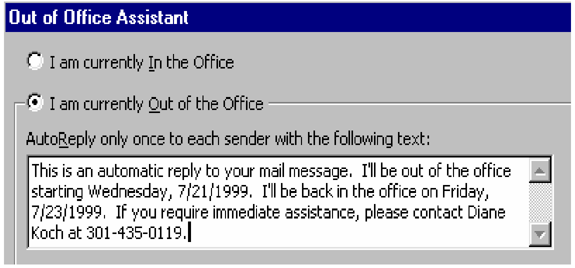
1. Click Inbox folder
2. Select Tools, Rules Wizard
3. To turn on or off a rule, select or clear the check box next to the rule in the Apply rules in the following order box.

Delete a Rule

1. Click Inbox folder
2. Select Tools, Rules Wizard
3. Click the rule you want to delete
4. Click Delete

Turn on Out of Office Assistant

1. Select Tools, Out of Office Assistant
2. Click I Am Currently out of The Office
3. Type your message. Be sure to include dates and backup.



Out of Office Assistant

○ I am currently In the Office

● I am currently Out of the Office

AutoReply only once to each sender with the following text:

This is an automatic reply to your mail message. I'll be out of the office starting Wednesday, 7/21/1999. I'll be back in the office on Friday, 7/23/1999. If you require immediate assistance, please contact Diane Koch at 301-435-0119.

4. Click on OK if you want an automatic reply sent to all Exchange mail you receive. Each person will receive this message only once. Note: It will not reply to Internet messages.
5. Click on OK to turn on the Out of Office Assistant or continue if you want to add a rule.
6. To add a rule, click on Add Rule button
7. To add a rule that will forward a message from a particular person and file it in a special folder:
   a. Select the From button and select the name
   b. Select Move to and click on Folder to select folder location
   c. Select Forward and click on the To: to select name
   d. Select Reply with if you want to send an automatic reply to the sender. Click Template to type reply, then Save & Close.
8. Click OK
9. Click OK to turn on the Out of Office Assistant.

Turn off Out of Office Assistant

When you return to the office and log on to Outlook, a dialog box will ask, do you want to turn it off? If you say yes, your reply message and rules will disappear; if you say no, they will not. It is recommended that you say “No” and then manually turn it off by:

1. Select Tools, Out of Office Assistant.
2. Select “I am currently in the office”.
3. Click OK

Next time you are out of the office, you will only have to edit your message and rules before turning on the Out of Office Assistant.

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Outlook™ 2000
For Windows

RULES
Quick Reference Card

1/23/02

Rules

Both the Organize feature and the Rules Wizard can be used to create rules that control how Outlook processes and organizes messages. Some rules work on messages you receive; other rules work on messages you send. The Out of Office Assistant is used to automatically send a reply to messages you receive when you are out of the office or on vacation even when your computer is turned off.

Send Replies to Another

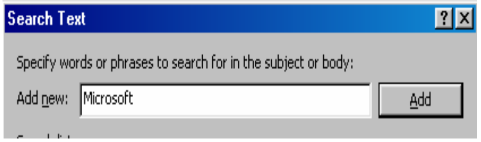
If you want all replies to a message you send to go to another person or distribution list:

1. Create a new e-mail message.
2. Select View, Options or select

button.
3. Select “Request a delivery receipt…” and “Request a read receipt…” check boxes. Note: Except for Read Receipt messages, all replies to this message will go to the specified address.
4. Click the “Have replies sent to” check box.
5. Click on Select Names to select name(s) or distribution list. Click OK.
6. Click Close.
7. Complete and send message.

Move Messages Based on Content

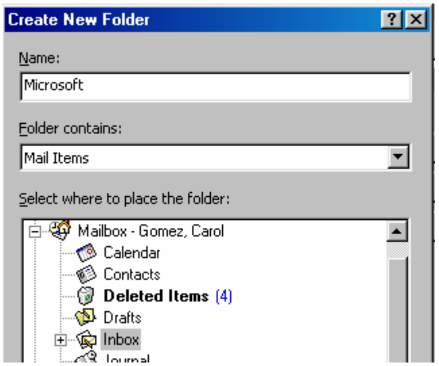
1. Select Inbox folder, then Tools, Rules Wizard.
2. Click on New.
3. Select Move messages based on content.
4. Specify the word(s) and phrases to be searched for:
    a. Click on **specific words**
    b. In the Add New box type in the word or phrase Outlook should search for.



Specify words or phrases to search for in the subject or body:

Add new: Microsoft

    c. Click Add.
    d. Continue steps b and c to add all words and phrases.
    e. Click OK.
5. Specify where folder items are to be moved:
    a. Click on **specified** folder.
    b. Select a folder or subfolder.
    c. If a new folder needs to be created:
        1) Select main folder.
        2) Click New.
        3) Type folder name.
        4) Select type of item (i.e., mail items for messages).



Name: Microsoft

Folder contains: Mail Items

Select where to place the folder:

        5) Click OK, OK.
    d. Click Next.
6. Select what conditions you want, then click on Next.
7. Select “Move it to the specified folder”, then click Next.
8. Add any exceptions, then click Next.
9. Specify a name for the rule.
10. Check “Run this rule now on message already in Inbox” if appropriate.
11. Turn on this rule should be checked.
12. Click on Finish.
13. If you have more than one rule, apply the order you want them to run.
14. Select OK.

Assign Categories to Messages Based on Content

1. Select Inbox folder, then Tools, Rules Wizard.
2. Click on New.
3. Select Assign categories based on content.
4. Specify the word(s) and phrases to be searched for:
    a. Click on **specific words**.
    b. In the Add New box type in the word or phrase Outlook should search for.
    c. Click on Add.
    d. Continue steps b and c to add all words and phrases.
    e. Click on OK.
5. Specify categories where items to be assigned:
    a. Click on **category**.
    b. Select a category(s).
    c. Click OK, Next.
6. Select assign it to the category category
7. Click Next
8. Add any exceptions, then click on Next
9. Specify a name for the rule
10. Check “Run this rule now on message already in Inbox” if appropriate
15. Turn on this rule should be checked
16. Click on Finish
17. Click on OK to Client-Only Rule
18. If you have more than one rule, apply the order you want them to run
19. Select OK

Move New Messages From Someone

You can use the Organize feature to move a message to a different folder when it arrives from a particular sender.

1. Select a message from the sender in your mailbox,
2. Click on the

button.
3. Click Using Folders
4. In the Create a Rule to Move New Messages drop-down box, make sure From is selected.
5. In the Into box, click the drop-down arrow and select the name of the folder. If it is not listed, click Other Folder. You can select an existing folder or create a new folder on this screen by selecting New.
6. Click on Create button to create the rule.

Note: To move new messages you send to someone, select the Sent Items folder, select a message you sent to the receiver, select the Organize button, make sure To: is selected, then follow steps 5 and 6.